



## Texas Department of Health

Charles Bell, M.D.  
Executive Deputy Commissioner

<http://www.tdh.state.tx.us>

1100 West 49th Street  
Austin, Texas 78756-3199  
512/ 458-7111

### **Basic Trauma Facility Applicants Procedure for Utilizing Non-Department Site Surveyors**

- 1) Arrange for an approved surveyor from the list to conduct a survey of your hospital. You will be responsible for the surveyor's travel expenses and honorarium.

**Note: According to the Trauma Rules, a surveyor should come from a public health region outside a hospital's location and reside/work at least 100 miles from the applicant hospital.**

**Note: A hospital may have more than one surveyor if it so chooses.**

- 2) Notify the Bureau of Emergency Management of the surveyor and survey date. The Bureau of Emergency Management will approve your selection and send a copy of your application and our review to the surveyor.
- 3) The surveyor will conduct the site survey on the agreed date.

**Note: The Bureau of Emergency Management may send an observer to the survey. The Department of Health will reimburse the observer's expenses.**

- 4) The surveyor will write a report of his/her findings and send that site survey report to the hospital within 30 days.
- 5) To conclude the designation process, **the hospital** must submit a complete copy of the site survey report to the Bureau of Emergency Management.
- 6) The Bureau of Emergency Management will review the site survey report and make a recommendation to the Commissioner of Health regarding designation.

### **Designation Process Following Survey**

1. If a hospital wishes to continue with the designation process, it must submit a complete copy of the survey report, including chart reviews, to the Bureau of Emergency Management. Any additional information the hospital would like the Bureau to consider may also be submitted.
2. The Bureau prioritizes the survey report with other pending tasks (i.e. application to be reviewed, designation follow-up letters, surveys to conduct, etc.).
3. The Designation Coordinator reviews the survey report in depth and makes a recommendation to the State Trauma System Coordinator.
4. The State Trauma System Director also reviews the survey report and the Designation Coordinator's recommendation in depth and makes a decision as follows:
  - a. Recommend designation to the Commissioner (all essential criteria met; no/rare quality of care issues; usually hospital must complete some required modifications).
  - b. Require additional work before recommending designation (one or two essential criteria not met, such as not downloading data to the state, no standards of care, a piece of equipment not available; no/rare quality of care issues).
  - c. Require a focus survey before recommending designation (essential criteria not met and/or quality of care issues).
  - d. Require the hospital to have a complete new survey (most of the essential criteria not met and quality of care issues).
5. Hospital may submit additional documentation to either clarify the findings or address the issues identified; the Bureau will consider anything sent in at anytime.
6. If the hospital disagrees with the findings, it may request a secondary review.
7. If the secondary review findings are different from the Bureau's, the entire file is sent to the Deputy Commissioner.
8. Ultimately, if designation is not approved, the hospital may request a hearing.